



*“Water Wealth Contentment Health”*

The City of Modesto is Seeking a  
**Human Resources Director**



## UNIQUE OPPORTUNITY

If you are a human resources professional who thrives in a dynamic, challenging environment, who has a passion for public service, and who will embrace the opportunity to participate in the transformation of the human resources function in local government, the City of Modesto encourages you to consider this outstanding career opportunity.

## MODESTO – THE COMMUNITY

In the heart of California's great Central Valley lies the City of Modesto, an attractive, charming community of 210,000. The City of "Water Wealth Contentment Health" has long been known for its attractive amenities and convenient location in Northern California. As the seat of Stanislaus County government, Modesto has a rich agricultural history and has worked hard to diversify its economy in recent years. The quality of life in Modesto is one of its most attractive features. Many urbanites have relocated to this welcoming community, attracted by its small town atmosphere with big city amenities, reasonable housing prices, reputable school districts, and protected open spaces. Modesto is California's 15<sup>th</sup> largest city and is frequently cited as an ideal community in which to live and raise a family. The City is expected to grow to approximately 400,000 during the next 20 to 25 years.

Featuring over 72 parks and recreation areas within the city, Modesto takes advantage of its appealing climate, and is home to many celebrations and activities year round. A town of diverse cultures, Modesto serves as the principal entertainment center for the Central Valley with a variety of venues, including the Gallo Center for the Arts, the Modesto Symphony Orchestra, and a Class A baseball team. The beautiful historic State Theatre was recently refurbished.

If your tastes run more to the adventurous side, there is rafting on the Stanislaus River, bike trails throughout Modesto, horseback riding at area ranches, and outdoor in-line skating or skateboarding at Modesto's newest skate park. You can explore the regional mall or local shopping centers, picnic in one of the many parks, visit the McHenry Museum, play a round of golf, or just bask poolside in the warm sunshine.

Founded in 1884, Modesto has long been known for its convenient location in Northern California, emphasized by the numerous recreation areas nearby: Lake Tahoe, Yosemite National Park, the San Francisco Bay Area, the Silicon Valley, and California's world renowned wine country. Sacramento, California's Capital City, is just 70 miles north. Part of California's fertile Central Valley, which stretches 300 miles through the center of the state, Modesto is located in the heart of one of the greatest agricultural areas of the nation. Dairy products, almonds, apricots, melons, tomatoes, wine grapes, peaches, walnuts, and poultry products are some top local commodities.

Major employers in the area include Stanislaus County, E & J Gallo Winery, Modesto City Schools, Del Monte Foods, Memorial Medical Center, Stanislaus Food Products, Doctors Medical Center, Foster Farms, City of Modesto, and Modesto Junior College. The California Department of Housing and Community Development recently designated Modesto as part of the newest Enterprise Zone. The state program encourages business investment and job creation through tax incentives for new and existing businesses and will attract appropriate job-generating retail and industrial businesses.

## CITY GOVERNMENT

Modesto is a charter city operating under the council/manager form of government. The City Council consists of seven members, including a directly-elected Mayor, who have, to date, been elected at-large to serve overlapping four-year terms (two-term limitation). A 2008 ballot measure mandated election districts for use starting with the November 2009 and November 2011 municipal elections.

Modesto is a full-service municipality with over 74,000 utility customers and nearly 11,000 business license holders. The City provides both police and fire services, along with six additional departments, plus four charter officers and their respective staffs. The four charter officers are City Manager, City Attorney, City Clerk and City Auditor. Three departments (Finance; Human Resources; Information Technology) report to a Deputy City Manager. The other five departments (Community and Economic Development; Fire; Parks, Recreation and Neighborhood Services; Police; Public Works) report to the City Manager.

## HUMAN RESOURCES DEPARTMENT

Reporting to the Deputy City Manager while working closely with the City Manager, the Human Resources Director provides leadership and direction for 21 fulltime employees in the following areas: personnel administration, recruiting and testing, benefits administration, labor relations, employee training and development, risk management, and equal employment opportunity. The FY 09-10 Department budget is approximately \$1.8 million (excluding insurance funds).

The Human Resources Department offices are located in a beautiful and modern six-story City-County administration building and Council/Board meeting room facility constructed in the late 1990's.







### ***Human Resources Department Mission Statement***

*To recruit and retain a qualified and diverse workforce to meet the varied needs of the organization; to train and develop the workforce toward performance that exceeds community expectations; to recognize and minimize the risk of loss associated with the provision of City services.*

### **INITIATIVES, CHALLENGES AND PRIORITIES**

In addition to becoming quickly acclimated and overseeing the day-to-day operations of the Human Resources Department, the new Human Resources Director will be expected to strategically address the following issues and priorities as identified by City officials:

#### **Organizational Assessment**

Since joining the City of Modesto in 2008, City Manager Greg Nyhoff has conducted an organizational assessment focusing on streamlining operations and seeking greater efficiencies in how city government operates. As part of this ongoing process, human resources is being reshaped from a department that has historically been driven by a rules/enforcement perspective to one of a strategic partner within the City of Modesto organization. With the support of city management and City Council, the new Human Resources Director will be tasked with continuing this transformation to a truly internal service delivery department with a focus on strategic partnering and exceptional customer service.

#### **Recruitment and Selection**

Modesto, like most other cities, is facing significant challenges due to the down economy. Budget constraints have, and will result in the restructuring of many departments. In order to provide efficient service when the need to fill vacancies arises, a reengineering of the recruitment/selection process is essential.

#### **Risk Management**

Risk management is a division within the Human Resources Department. The processing/adjusting of claims has historically been an in-house function. In the continuing citywide effort to seek greater efficiencies while providing excellent customer service, the City is looking into the use of a third party administrator to handle this function.

#### **Information Technology**

In keeping with the theme of greater efficiencies, the City is evaluating a new software system that would integrate the finance and human resources functions. The selection of a new system and subsequent implementation will be one of the key priorities for the new Director.

#### **Benefits**

As health care costs continue to escalate, a review of the benefits program and various health care options will be critical to maintain the quality of health care coverage, yet at a level that is cost effective for both the employees and the City.

#### **Labor**

The City of Modesto has six bargaining units. Four agreements expire at the end of June 2010. The two agreements with the public safety associations will expire in 2011. The City currently contracts for labor relations services. The Human Resources Director serves as a key advisor to management's bargaining team, focusing on expanding opportunities for collaboration between labor and management as well as opportunities to improve the City's work processes. The new Director will ideally possess significant knowledge of labor relations, and the human relations skills to successfully participate in "interest-based" labor negotiations.

#### **Employee Discipline**

A review of Modesto's disciplinary process is needed. The new Director will be tasked with reviewing the current system, and designing a more effective disciplinary program.

### **THE IDEAL CANDIDATE**

The ideal candidate is an experienced human resources executive or top-level assistant with a broad background in public sector human resources with particular knowledge in labor relations. This collaborative leader will bring extensive managerial, interpersonal, creative problem solving, and communication skills along with a strong customer service orientation. Qualified candidates are strategic thinkers who are comfortable working with a broad range of city officials and management staff. Specific qualifications are as follows:

#### **Education and Experience**

Qualified candidates will have at least seven years of increasingly responsible experience in professional human resources work including three years of administrative and management responsibility. Public sector experience is highly desirable. The equivalent of a BA/BS degree from an accredited college or university with major coursework in human resources, public administration, business administration or a related field is required.





In addition to the aforementioned experience and requirements, the City's leadership has identified the following qualities as important criteria to be utilized in the selection process:

#### Competencies / Personal Characteristics

- Well-rounded background/experience in public sector human resources.
- Strong grounding in labor relations.
- Strategic orientation; will proactively identify key issues/challenges, evaluate options, and initiate resolution.
- Views human resources as a customer service function; able to instill a customer service attitude in departmental staff.
- Familiar with the principles and practices of leadership, motivation, team building and conflict resolution.
- Comfortable with a position that has very broad parameters of responsibility and requires a keen sense of judgment.
- Innovative, "outside the box" thinker in evaluating ways to increase organizational efficiency and effectiveness.
- Confident in his/her abilities.
- Thrives on challenge and change.
- A person of utmost honesty and integrity.
- Focused on adding value to the organization.
- Supportive and collaborative style.
- Serves as a mentor to staff; will encourage the ongoing development and training of staff with a focus on providing quality work and services to human resources customers, both internal and external.
- Outstanding communication skills; able to communicate effectively with a diverse set of audiences.
- Politically astute yet not political; ability to establish trust with the Council, city management, other departments, and the public.

#### COMPENSATION AND BENEFITS

The annual salary range for this position is up to **\$139,453** (salary range under review). Placement in the salary range will be dependent on the qualifications of the successful candidate. The City also offers a generous benefits package including:

- **Retirement** – CalPERS retirement (2% @ 55 formula). City pays 6.6% of the employee's 7% contribution to CalPERS. Health, dental and vision insurance is available upon retirement for qualifying employees and dependents, with the premium cost partially offset by conversion of accumulated sick leave following five years of service.
- **Deferred Compensation** – Required 401(a) plan whereby city and employee each contribute 3%, and optional 457 plan whereby city and employee each contribute 1.5%.

- **Vacation** – Accrued at the rate of two weeks during the first year, increasing to five weeks in the 21<sup>st</sup> year of service. Vacation accrual may be increased at the discretion of the City Manager.
- **Sick Leave** – Twelve days per year.
- **Holidays** – Eleven paid holidays per year.
- **Management Leave** – 80 hours of management leave per year.
- **Health & Welfare** – For calendar year 2010, the City will contribute \$1,050 per month for family coverage and \$596 for single coverage toward the cost of employees' and dependents' premiums for all health, dental and vision plans offered. Life insurance of \$120,000 is provided by the City. Modesto also provides long-term disability coverage. A comprehensive physical exam is provided once a year at city expense.
- **Vehicle Allowance** – Modesto provides a vehicle allowance (current level is \$400 monthly).
- **Master's Degree Pay** – Following completion of one year of service, employees with a Master's Degree from an accredited institution receive 1.5% pay on an on-going basis.
- **Furlough** – The City has implemented a 96 hour unpaid furlough requirement for fiscal year 2009-2010. Employees hired after July 1, 2009 will serve a prorated number of hours.
- The City does not participate in **Social Security** except for the required 1.45% Medicare contribution by both the City and the employee.

#### APPLICATION AND SELECTION PROCESS

To be considered, please submit (e-mail preferred) a resume and cover letter with current salary information and four professional references (who will **not** be contacted in the early stages of the recruitment). Your resume should reflect the size of staff and budgets you have managed and should also clearly indicate beginning/ending dates (mm/yy) of positions held. Forward your information by **Friday, October 16, 2009** to:



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City of Modesto Website address: [www.modestogov.com](http://www.modestogov.com)

Following the initial review of resumes, candidates will be screened in relation to the criteria outlined in this brochure. Individuals with the most relevant qualifications will be given preliminary interviews by the consultant in late October. Those deemed best suited for the position will be recommended to the City in early November, prior to finalist interviews anticipated to occur shortly thereafter. An appointment is expected by early December following extensive reference and background checks.

*The City of Modesto is an Equal Opportunity Employer  
and is in compliance with the Americans with Disabilities Act.*